



## COMMISSIONERS

Maureen Mulheren  
Chair  
County Member

Gerald Ward  
Vice Chair/Treasurer  
Public Member

Madeline Cline  
County Member

Gerardo Gonzalez  
City Member

Candace Horsley  
Special District Member

Susan Mahoney  
Special District Member

Mari Rodin  
City Member

Bruce Alfano  
Alternate Public Member

Douglas Crane  
Alternate City Member

Adam Gaska  
Alternate Special District Member

John Haschak  
Alternate County Member

## STAFF

Executive Officer  
Uma Hinman

Senior Analyst  
Larkyn Feiler

Clerk/Analyst  
Jennifer Crump

Counsel  
Marsha Burch

## REGULAR MEETINGS

First Monday of each month  
at 9:30 a.m. in the  
Mendocino County Board  
of Supervisors Chambers  
501 Low Gap Road, Ukiah

*Approved May 4, 2026*

## FINAL MEETING MINUTES

### Regular Commission Meeting

### Regular Meeting of Monday, April 6, 2026

County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

#### 1. CALL TO ORDER and ROLL CALL (Video Time 04:04)

Chair Mulheren called the meeting to order at 9:30 a.m.

**Regular Commissioners Present:** Maureen Mulheren, Gerald Ward, Madeline Cline, Gerardo Gonzalez, Candace Horsley, Susan Mahoney, Mari Rodin (at 9:50am)

**Regular Commissioners Absent:** None

**Alternate Commissioners Present:** Bruce Alfano, Adam Gaska (remote)

**Alternate Commissioners Absent:** Douglas Crane, John Haschak

**Staff Present:** Uma Hinman, Executive Officer; Jen Crump, Clerk/Analyst; Marsha Burch, Legal Counsel

#### 2. PUBLIC EXPRESSION (Video Time 04:34)

Dave Shpak, Chair of the Mendocino Coast Recreation and Park District (MCRPD), gave public expression regarding the scope for the MCRPD Municipal Service Review (MSR) Update, which is currently being developed by staff.

Staff was directed to schedule an Executive Committee meeting to discuss the MCRPD's request and develop a recommendation to the Commission.

#### 3. OTHER BUSINESS

##### 3a) Selection of Officers (Video Time 12:39)

Chair Mulheren (County representation) and Vice-Chair/Treasurer Ward (Public representation) were reappointed to their Officer positions for the calendar of 2026 by members of the Commission.

**Motion:** Select Commissioner Mulheren for Chair and Commissioner Ward for Vice-Chair/Treasurer for calendar year 2026.

<b>Motion Maker:</b> Horsley	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
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**Roll Call Vote:** (6) Ward, Cline, Gonzalez, Horsley, Mahoney, Mulheren

##### 3b) Committee Appointments (Video Time 13:52)

The elected Chair, Commissioner Mulheren, recommended the reappointment of the two current standing committees. The Executive Committee consists of Commissioner Mulheren as Chair, Commissioner Ward as Vice-Chair/Treasurer, and Commissioner Rodin. The Policies & Procedures Committee consists of Commissioners Gonzalez, Horsley, and Rodin.

<b>Motion:</b> Reappoint the two current standing committees for the Executive Committee and the Policies & Procedures Committee for calendar year 2026 with ratification by the full Commission.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (6) Ward, Cline, Gonzalez, Horsley, Mahoney, Mulheren		

**4. CONSENT CALENDAR** (Video Time 16:15)

**4a) February 2, 2026 Regular Meeting Summary**

The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Requested clarification on the dollar amount spent to date on litigation activity. EO Hinman will confirm and send totals to Commissioner Ward.
- Upon inquiry, EO Hinman responded that the CKH Act provides that Commissioners may continue until a successor is appointed, provided they remain eligible. The City Selection Committee has not yet met to make LAFCo appointments.

There were no public comments.

<b>Motion:</b> Approve the February 2, 2026 Regular Meeting Summary.		
<b>Motion Maker:</b> Cline	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (6) Ward, Cline, Gonzalez, Horsley, Mahoney, Mulheren		

**4b) Ratify February Claims & Financial Report**

The following discussion points and questions were made by members of the Commission:

Commissioner Horsley:

- Requested clarification on budget versus actuals for Intergovernmental Revenues and whether LAFCo has received payments from the County and many of the special districts. EO Hinman responded that the current estimates are based on the MUNIS reports for the months that the County Auditor-Controller’s Office has closed; the most recent report is through the month of December.

Commissioner Ward:

- Inquired upon why MCRPD MSR Update doesn’t include overheard as shown under ‘Applications and Projects’ on pg. 14 of the agenda packet. EO Hinman clarified that the MSR Update is a special project being prepared at cost rather than the service rates that are incurred for applications.

<b>February 2026 Claims totaling:</b>	<b>\$ 21,491.03</b>
Hinman & Associates Consulting	\$19,181.82
Marsha Burch Law Office	\$1,440.00
Streamline	\$115.00
City of Ukiah (UVCC) (Office Space, Postage & Copies)	\$663.61
Commissioner Susan Mahoney (In-County Travel & Stipends)	\$90.60

There were no public comments.

<b>Motion:</b> Ratify the February 2026 Claims & Financial Report.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**4c) Approve March Claims & Financial Report**

The following discussion points and questions were made by members of the Commission:

Commissioner Ward:

- Asked why the total claims for A-87 costs appeared lower compared to previous years. EO Hinman explained that the County Auditor’s Office charges the costs retroactively. LAFCo pays in advance, and the County reconciles the balance the following year. The credit on the account reduced this year’s A-87 costs.
- Requested clarification on legal counsel expenses noted for the MCRPD MSR. EO Hinman noted that those expenses have been included in the General Services billing.

<b>March 2026 Claims totaling:</b>	<b>\$ 25,024.69</b>
Hinman & Associates Consulting	\$21,644.38
Marsha Burch Law Office	\$2,422.50
Streamline	\$115.00
Mendocino County (A-87 Costs County Services)	\$234.00
City of Ukiah (UVCC) (Office Space, Postage & Copies)	\$608.81

There were no public comments.

<b>Motion:</b> Ratify the March 2026 Claims & Financial Report.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> Horsley	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**4d) Amendment No. 4 to Executive Officer Services Agreement with Hinman & Associates Consulting Inc.**

There were no public comments.

<b>Motion:</b> Approve Amendment No. 4 to Executive Officer Services Agreement with Hinman & Associates Consulting Inc.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Cline	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**4e) Amendment No. 1 to Legal Counsel Services Agreement with Marsha A. Burch Law Office**

There were no public comments.

<b>Motion:</b> Approve Amendment No. 1 to Legal Counsel Services Agreement with Marsha A. Burch Law Office.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**5. PUBLIC HEARING ITEMS** (Video Time 28:53)

**5a) Proposed Budget and Work Program for FY 2026-27**

The Commission held a public hearing to consider the Proposed Budget and Work Program for fiscal year (FY) 2026-2027 as recommended by the Executive Committee. EO Hinman presented the item.

The following discussion points and questions were made by members of the Commission:

Commissioner Horsley:

- Asked how basic services and expenses remain unchanged despite recently approved hourly rate increases for staff and legal counsel. EO Hinman explained that it is anticipated that staff will be spending more time on

the work plan and less on organizational administration, shifting time between the two without changing the overall budget.

- Upon further inquiry, EO Hinman responded that the Legal Counsel budget account reflects an increase from the initial budget but a decrease from the amended budget in response to the attorney’s hourly rate increase.
- Requested clarification on proposed anticipated use of cash balance (\$53,000). EO Hinman responded that the projected year-end cash balance is approximately \$118,000, much of which is unused budget from delayed Work Plan efforts. Of that amount, the proposed budget assigns \$53,000 to keep apportionment fee rates unchanged. The remaining cash balance is assigned to Work Plan Contingency to support completion of the MSR/SOI studies that roll into the next fiscal year and provide some flexibility in implementing the Work Plan overall.

Commissioner Ward:

- Inquired whether the two city MSRs and MCRPD MSR will be completed by the end of the current fiscal year. EO Hinman responded that staff anticipates bringing the City of Point Arena MSR/SOI and MCRPD MSR/SOI to workshop before the end of the FY; the City of Willits MSR will likely extend into next FY.

There were no public comments.

<b>Motion:</b> 1) Adopt Resolution 2025-26-05 approving the Proposed Budget and Work Program for FY 2026-27 as presented; (2) Direct staff to distribute the adopted Proposed Budget and Work Program to the funding agencies for review and comment in accordance with Government Code §56381; and (3) Schedule a public hearing for May 4, 2026, to consider adoption of the Final Budget and Work Program for FY 2026-27.		
<b>Motion Maker:</b> Cline	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**6. WORKSHOP ITEMS** (Video Time 42:21)  
None

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION**

**7a) Policy Amendment – Financial Audit Frequency (Policy 5.2.2)** (Video Time 42:25)

The Commission considered recommendation from the Executive Committee to amend Mendocino LAFCo Policy 5.2.2 to change the financial statement audit frequency from annual to biennial.

The following discussion points and questions were made by members of the Commission:

Commissioner Horsley:

- Commented that many special districts are looking into shifting their financial audit frequency from annual to biennial due to increasing costs, supporting the policy amendment.

Commissioner Ward:

- Upon inquiry, EO Hinman responded that the current audit is FY 2024-25 and the next one would be scheduled for 2027 if the Commission moves to adopt the policy amendment.

Commissioner Cline:

- Noted support for the policy amendment, commenting that many special districts are seeking to extend their audit cycle to biennial and that LAFCo is an example for transparency and accessibility for information about the budget process.

There were no public comments.

<b>Motion:</b> Approve Resolution No. 2025-26-06 amending Policy 5.2.2.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (7) Ward, Cline, Gonzalez, Horsley, Mahoney, Rodin, Mulheren		

**8. INFORMATION AND REPORT ITEMS**

**8a) Work Plan, Current and Future Proposals** (Video Time 49:41)

EO Hinman reported that the draft MSRs for the City of Point Arena and MCRPD are expected to be brought to workshop hearing at the May regular meeting. The City of Ukiah Corporation Yard Annexation application may also be brought forward at the May regular meeting, depending on the completion of the tax share agreement. The tax share process for the Russian River Flood Control and Water Conservation Improvement District (RRFC) annexation seem to be moving through the County Assessor and County Auditor’s offices. Anderson Valley Community Services District (AVCSD) anticipates releasing a draft California Environmental Quality Act (CEQA) document for their activation of latent powers for water and sewer services application this summer.

Upon inquiry by Commissioner Ward, Commissioner Cline reported that upon discussion with City of Ukiah staff, the proposed City of Ukiah Corporation Yard Annexation (A-2025-06) could either fall under the County Master Tax Sharing Agreement (MTSA) or a zero-tax share agreement. The item will be discussed at the County Board of Supervisors regular meeting on April 7.

**8b) Correspondence** (Video Time 47:13)

None

**8c) CALAFCO Business and Legislation Report** (Video Time 47:22)

The California Association of Local Agency Formation Commissions (CALAFCO) Membership approved the proposed bylaw amendments by a vote of 40 to 2. The changes removed the fixed board seat designations and allowed executive officers to run for the CALAFCO Board beginning this election cycle. Approximately 72 individuals participated in the meeting. In addition, Los Angeles LAFCo has renewed its membership with CALAFCO.

CALAFCO University (CALAFCO-U) is hosting a training webinar titled “LAFCO 201: Applying Judgement in Complex Decisions” on April 22.

The following questions were asked by members of the Commission:

Commissioner Horsley:

- Inquired about whether the California Special Districts Association (CSDA) Financial Training Seminar will be offered again as registration was full. EO Hinman noted that a second Funding Seminar is scheduled for June 7 and will email the details to the Commission.

Commissioner Ward:

- Upon inquiry, EO Hinman responded that CALAFCO’s adopted dues structure reflects a three percent Consumer Price Index (CPI).

**8d) Executive Officer’s Report** (Video Time 50:56)

EO Hinman reported that Pehling and Pehling Certified Public Accountant (CPA) is nearly finished with the draft audit of the financial statements. Staff expect to include it on May’s agenda.

EO Hinman attended the Fire Districts Association of California’s training module for fire leadership in mid-March. The two-day training module was well attended by representatives of both Mendocino County and Lake County

fire districts. The training session focused on fire agency governance, organizational options, and funding sources. EO Hinman also noted that the presenters encouraged fire agencies to engage with their respective LAFCOs.

**8e) Committee Reports (Executive Committee, Policies & Procedures)** (Video Time 53:16)

None

**8f) Commissioners Reports, Comments or Questions** (Video Time 53:29)

None

**ADJOURNMENT** (Video Time 54:12)

There being no further business, the meeting adjourned at 10:20 a.m.

The next regular meeting of the Commission is scheduled for Monday, **May 4, 2026**, at 9:30 a.m. The meeting will be conducted in a hybrid format to accommodate both in-person and remote participation. The in-person meeting will be held in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah.

*Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel [April 6, 2026](#) YouTube meeting recording. Links to recordings and approved minutes are also available on the [LAFCo website](#).*